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REMARKS

FYI

NOTE ITEM 6 of

CAP STRATEGIC PLAN.

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OFFICE OF PERSONNEL

NEWS & VIEWS

Friday, 4 March 1988 Volume II, Number 5

CAP'S FY 1988 STRATEGIC PLAN SUMMARIZED

Despite being in existence since last August, Compensation, Automation, and Planning or CAP is still a mysterious entity to many OP careerists. Recently, CAP management attended two full-day offsites to establish the direction for CAP for the remainder of the fiscal year. Seven major goals identified for CAP to meet were:

1. To ensure that new employees are paid correctly within one month of EOD; to ensure that employees retiring or resigning receive prompt payment of lump sum leave payment and appropriate annuities, again within one month; and to minimize errors on normal salary payments to employees.

2. To develop an integrated plan for the automation of all Office of Personnel subsystems including compensation, retirement, insurance, and travel.

3. To enhance the support to component Personnel Officers. Efforts include: improved training and user manuals are being prepared; better update and query capabilities will be added to the existing systems; a monthly component personnel trend and data report will be developed; improvements will be made to the remote entry of personnel actions; and an emergency locator system, vacancy notices, and a Component Personnel Officer procedures manual and position profile will be put online.

4. To support the Human Resource Modernization and Compensation Task Force in development of initiatives for EXCOM consideration. These include:

A. Phase One of a Flexible Benefits Plan that will allow payment of employees' health premiums on a pre-tax basis.

B. To increase the cash awards budget and streamline the process of getting money to employees.

C. To simplify position classification.

continued on page two

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CAP STRATEGIC PLAN CONTINUED

D. To respond to office-wide career development requests beginning with the Office of Security and Office of Communications.

5. To update and automate the OP regulations and to ensure existing policies and procedures are properly documented and published.

6. To serve as the focal point for the NAPA study of the personnel systems within the Intelligence Community.

7. To ensure the appropriate level of experience and expertise is maintained within CAP, particularly in the new initiative areas of Compensation Division and the Human Resources Automation Center.

A review of these FY '88 objectives should demonstrate both the wide scope of responsibilities held by CAP and its intention to assist OP in continuing to provide the finest administrative support possible to the staff of the Agency.

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